

State of Montana
Department of Public Health and Human Services
PO Box 4210 Helena, MT 59604

VACANCY ANNOUNCEMENT

May 7, 2008

4 Page Document

TITLE:	Administrative Assistant
POSITION NO:	09618
LOCATION:	Quality Assurance Division, Helena
STATUS:	Full-Time/Permanent
UNION:	MPEA
PAY GRADE:	Pay Plan 20, Pay Band 4
STARTING SALARY:	\$24,063 - \$30,079 annually. Depending on qualifications and internal equity.
SUPPLEMENT:	No

APPLICATION DEADLINE: State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to hhsea@mt.gov or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Wednesday, May 14, 2008.** For further information visit the DPHHS website: www.dphhs.mt.gov/jobs

SPECIAL INFORMATION: May be requested to travel by Hearings Officers or Board members.

TYPICAL DUTIES: This position conducts professional and complex technical administrative duties for the Hearing Officers and Montana Board of Public Assistance members. The incumbent provides paraprofessional legal assistance using knowledge of the administrative law process and procedures; considerable knowledge of the types of documents and pleadings used in the administrative hearings, and familiarity with the legal functions of an administrative law office; and will assist Bureau Chief with the planning, organizing, and direction of the Office of Fair Hearings operations.

KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:

Knowledge: Knowledge of office management, practices and procedures, business letter writing, business language, spelling, grammar and composition; legal terminology and phraseology, and legal citations, forms, and documents; research methods and techniques needed for the preparation of orders and other legal documents; administrative procedures, laws and practices relating to administrative hearings and public

assistance and health programs; and Federal, State and agency laws, rules, regulations and policies pertaining to the human services field and related matters.

Skills: Skill with personal computers, specifically the use of Word and WordPerfect. Experience with spreadsheets and database applications is preferred.

Abilities: Ability to communicate effectively; work independently in developing, implementing and completing job projects and office procedures; balance multiple projects under deadline pressure; easily grasp computer software programs and simple database systems applications; and thoughtfully evaluate data compiled for reports and indexing using job analysis techniques.

EDUCATION/EXPERIENCE REQUIRED: Associate's degree in business administration, legal administrative assistance, administrative assistance or paralegal training or related field **AND** one year of job-related high level administrative work experience. High level administrative office work may substitute for the formal education requirement on a two-years-for-one-year basis **OR** a related Bachelor's degree may be considered in lieu of experience. Other equivalent combinations of education and experience will be considered.

APPLICATION AND SELECTION PROCESS: This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form; and
3. Photocopy of transcripts for any coursework at a college or technical school. (**Only degrees from an accredited college or university recognized by the US Department of Education are acceptable to meet education requirements*). **If applicant has difficulty obtaining transcripts you will be given a five-day grace period to submit them to our office after the closing date to: HUMAN RESOURCES, PO Box 4210, Helena MT 59604; OR if unforeseeable circumstances occur, transcripts may be brought to interview.**

Applications will be rejected for late, incomplete or unsigned application materials.

COMPENSATION: Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

REASONABLE ACCOMMODATIONS: Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

SELECTIVE SERVICE COMPLIANCE CERTIFICATION: All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.